



# The Train

Delivering the latest training news and information

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## CHRA Introduces Inaugural Edition of "The Train"

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The Civilian Human Resources Agency (CHRA) is pleased to introduce its inaugural edition of "The Train." Accomplished through a partnering initiative with the CHRA Human Resource Development (HRD) communities, the Army-wide HRD newsletter is intended to provide training news and information to MACOM Human Resource Directors, Installation/Activity Commanders and management officials.

*The Train* will provide up-to-date information regarding NSPS training, various leadership training programs, NAF training, ACTEDS and centrally-funded programs, training regulations and policies as well as education and other workforce development information.

Initially the newsletter is scheduled to be published on a quarterly basis. Significant changes, information and/or updates may warrant more frequent publication in the future.

For additional training information, schedules and/or links to individual regional HRD offices please go to <https://www.chra.army.mil>

## Training – Critical Element to Successful NSPS Implementation

During an April 14<sup>th</sup> Senate Armed Services Committee hearing on the new National Security Personnel System (NSPS), the Honorable Gordon R. England, Senior Executive for NSPS, emphasized the importance of training managers and employees on the new personnel system, "Training is one of the most critical elements for a smooth and successful transition to NSPS."

Implementation of the National Security Personnel System (NSPS) will require that supervisors, managers and employees have a basic knowledge of NSPS regulations and processes and possess the core competencies needed to successfully transition to and thrive in the new environment.

Four core competencies have been identified as being essential for successful NSPS implementation. These are 1) the ability to deal with change, 2) skill in interpersonal communications, 3) the ability to coach and counsel employees and 4) the ability to achieve results through performance and/or manage employee performance. These skills have always been important--under NSPS, these skills become even more critical.

There are two sources of core competency training available: web-based courses through the Army Knowledge Online (AKO) E-Learning program and classroom training presented onsite at installations and activities by training vendors. These courses are not mandatory but are recommended for managers, supervisors and employees to assist in the development of core competencies. Ideally, this training should be taken prior to implementation of NSPS.

While these courses do not provide technical information about NSPS, their focus on the development of the core competencies (soft skills) will be needed to

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*"Training is one of the most critical elements for a smooth and successful transition to NSPS."*

*--Hon. Gordon R. England,  
NSPS Senior Executive*

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Please see *Training* on page 2

*Training from page 1*


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*“Organizations involved in the Spiral 1.1 implementation of NSPS will be contacted in the very near future by their Regional Human Resource Development Divisions, or local training representatives, for command assistance in locating and reserving necessary facilities.”*

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successfully implement NSPS. Training on NSPS regulations and processes will be provided to employees and supervisors when NSPS is deployed at their installation or activity.

Any Army employee may register for online courses under Army's E-Learning program through AKO. Recommended online courses and instructions for registering are available on [CHRA's NSPS Training Page](#). There is no cost for taking the online courses. Employees should obtain their supervisors' approval before taking online courses.

Managers who have funds available and would prefer to offer classroom training may contact their CHRA Regional Human Resources Development Training Office (*see page 4*) to identify potential vendors and assist in arranging for training.

Functional training on all the elements of the NSPS system will require mass training for supervisors and employees which results in the need for classrooms or auditoriums that can accommodate up to 200 participants at one time. Organizations involved in the Spiral 1.1 implementation of NSPS will be contacted in the very near future by their Regional Human Resource Development Divisions, or local training representatives, for command assistance in locating and reserving necessary facilities.

## The MWR Professional

Have you ever wondered how you might enhance your professional skills to make yourself more marketable for other positions in Morale, Welfare and Recreation (MWR)? You want to upgrade your experience and knowledge, but don't know how to begin the process? If you're an MWR employee in one of the job series covered in the [Career Field 51 ACTEDS Plan](#), then you have a tool to help you design a map for your career. The Plan is outlined by functional area:

- Community Operations
- Family Support
- Community Recreation
- Financial Management
- Lodging Operations
- Services



It's a structured, progressive, and sequential approach to employee development within Career Field 51, the MWR workforce. It identifies key non-appropriated (NAF) and appropriated fund (APF) MWR positions as well as two wage grade positions, the competencies needed for the positions, and the training needed to acquire the competencies. The training may be scheduled based on various career phases (entry, specialist, managerial, and executive).

The overall goal of the Career Field 51, MWR, ACTEDS Plan is to systemically prepare individual MWR employees for positions of increased responsibilities.

Appropriated fund employees are centrally funded from DA ACTEDS funding. For further information, please see [Career Field 51](#) in the ACTEDS catalog found on the CPOL website.

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## Individual Development Plans: Roadmaps to Organizational Success

The Individual Development Plan process provides an opportunity for supervisors and employees to identify training and development needs in order to ensure job and organizational success. An individual development plan (IDP) is a written schedule or plan designed to meet particular goals for development that are aligned with the organization's strategic plan and action plan. The development of an IDP, which outlines developmental objectives along with activities to achieve the objectives, will afford employees an opportunity to develop skills.

The IDP and developmental objectives processes are inherently connected to, and should be completed in conjunction with, an employee's annual performance appraisal and development of new performance standards and elements. IDPs are used to plan developmental experiences (details, course work, special projects, on-the-job training, education, career development, etc.) which may change from year to year as the mission of the organization evolves.

An IDP is not a binding contract. While every effort should be made by both employees and supervisors to adhere to the plan, circumstances sometimes arise that require modifying the IDP. Completing an IDP does not imply promotion; it is intended to address developmental needs and facilitate growth while preparing the organization for future challenges.

The IDP process is a four-step process that involves continuous two-way communication between supervisors and employees.

Step One: Determine Developmental Objectives

Step Two: Explore Development Options and Select Activities

Step Three: Prepare IDP and Hold Development Discussion

Step Four: Take Action and Monitor Progress

The IDP process is an on-going, continuous process of growth and development. An IDP should be periodically reassessed to determine its effectiveness in terms of developmental objectives, methods of accomplishment, and the need to update. At a minimum, an IDP should be reviewed semi-annually.

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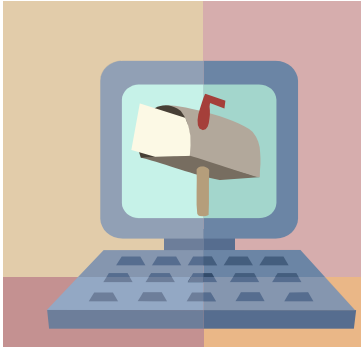
*"The development of an IDP, which outlines developmental objectives along with activities to achieve the objectives, will afford employees an opportunity to develop skills."*

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## Correspondence Courses: A Training Alternative

Correspondence courses cover a variety of subject matter and are cost-effective methods of training that can be accomplished at the work-site. Enrollment procedures and catalogs are available at your Civilian Personnel Advisory Center (CPAC) as well as the Army Education Center. Some available sources are:



- Army Institute for Professional Development (AIPD)
- **US Army Training Support Center**  
Fort Eustis, VA 23604
- **Army Correspondence Course Program** (AIPD Internet/Online)
- **US Army Logistics Management College (ALMC)**
- **Army Materiel Command (AMC)**
- **Defense Acquisition University (DAU)**
- **USDA Graduate School**
- **Graduate School Self-Paced Training**
- **Training Management Division (TMD) at Civilian Human Resources Agency (CHRA)**
- **Army's e-Learning Program**
- **General Services Administration (GSA)**

Local colleges, universities and private companies may offer correspondence courses, as well, at relatively low costs.



## Free State-of-the Art Computer Based Training

E-Learning has become the Army's primary means of satisfying initial and reoccurring IT training across the entire spectrum of individual and organizational requirements.

The Army e-Learning program offers 1,500 Information Technology, Business, Leadership and Interpersonal Skills courses to all DA civilians, Army Active Duty, Army National Guard and Army Reserves.

Courses are free to the individuals and their organizations.

In addition to the dozens of IT courses offered, you will also find courses covering topics such as Stress Management, Human Resources, Ethics, Customer Service, Workplace Harassment and Mentoring. At present, over 150,000 students are enrolled.

Courses may be accessed from any location, around the clock (24/7). All you have to do to use SkillPort is get an **Army Knowledge Online** account and complete your **registration through ATRRS** to get a SkillPort username and password. Be sure to browse the **SkillPort Course Catalog** to see the courses available to you.

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## SBLM Course Dates/Application Deadlines Announced

Offered by the Army Management Staff College (AMSC), Ft. Belvoir, VA, Sustaining Base Leadership and Management (SBLM) is one of the most comprehensive, dynamic programs available for today's Army leaders.

Highly motivated GS-12 through 14 employees (or equivalent pay band) who are interested in career progression and a higher level of responsibility, should consider applying for the SBLM program. GS-11s and 15s are welcome to apply by exception. Majors and lieutenant colonels, chief warrant officers, sergeants major or command sergeants major can apply through their branch managers.

AMSC offers the SBLM curriculum via three different programs:

- **Resident Program**
- **Nonresident Program**
- Metro Programs: **Tidewater Metro** or **DC Metro**



Army Management Staff College,  
Ft. Belvoir, VA

### COURSE DATES/APPLICATION DEADLINES

<b>SBLM06-1</b> Start: 09 Jan 06 End: 31 Mar 06 Apply by: 02 Sep 05	<b>SBLM06-3</b> Start: 11 Sep 06 End: 06 Dec 06 Apply by: 17 May 06	<b>SBLM07-1</b> Start: 08 Jan 07 End: 30 Mar 07 Apply by: 02 Sep 06
<b>SBLM06-2</b> Start: 14 May 06 End: 04 Aug 06 Apply by: 09 Feb 06	<b>SBLM06M1</b> Start: 09 Jan 06 End: 15 Dec 06 Apply by: 02 Sep 05	

Interested employees may obtain more information about, and register for, SBLM on the [AMSC Website](#).

## Strategic Leadership for Executives

The Civilian Leadership Training Division, Center for Army Leadership announces offerings of the leadership course, *Strategic Leadership for Executives (SLE)*.

SLE is a follow-on to the Organizational Leadership for Executives (OLE) course which has been an integral part of the Army's leadership common core curriculum since 1987. The goal of SLE is to provide organizations with strategic leaders who provide their organizations with purpose, vision and direction; examine and shape the organization's culture and climate; capability for self-insight organization's future; and role of Army and have the skills to develop change.



have a depth of vision, and objectivity to forge the understand the importance organizational values; and strategies and priorities for

Target Audience is resources and /or policy as well as officers in the rank of Lieutenant Colonel or Colonel. Attendees must be currently working in, or have excellent potential for executive positions. All attendees must be graduates of the OLE course. This course is NOT centrally funded, therefore, travel and per diem is the responsibility of the participant's organization.

Managers of programs,

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Registration and additional information may be found on the [Center for Army Leadership website](#).

## Organizational Leadership for Executives



Center for Army Leadership,  
Command & General Staff College  
Ft. Leavenworth, KS

Organizational Leadership for Executives (OLE) is a two-week course developed and offered by the Center for Army Leadership in Kansas City, MO. Its goal is to train leaders with increased self-awareness able to visualize, communicate and forge the organization's future. OLE explains and demonstrates the leadership skills and competencies required to perform at the managerial level. Emphasis is given to material which these leaders can use in leading their organizations to increasing levels of excellence.

The course is entirely experiential in nature to assist the leader in looking beyond daily activities to assessing and interpreting, in an ever-enlarging way, the external environment: the organization; the leadership process; the need for subordinate development at all levels; and the need for continuing self-development.

OLE targets Army civilian managers (supervisors of supervisors or managers of programs, resources, and/or policy) in the grades of GS12-GS15 and military LTC-COL. Also eligible to attend are first-line supervisors, NAF/wage grade supervisors, and non-supervisory personnel at the GS12-GS15 level.

For additional course information, registration procedures, and to download the required DD Form 1556, please see the [Center for Army Leadership](#) website.

## Personnel Management for Executives

The Personnel Management for Executives (PME) programs, sponsored by the Army Management Staff College, are not "courses of instruction" in the traditional sense. They are designed to help participants find better ways to deal with management and leadership issues for which there are no stereotypical solutions. They "assume" a high degree of creativity and resourcefulness on the part of the participants and a willingness to exert the effort to further develop their leadership skills and abilities. The impact of each program is directed toward each participant's involvement as an individual and as a manager/leader of an important segment of the Federal work force.

**PME I** concentrates on leadership competencies, workplace issues, networking, relevancy, opportunity, and real-time results. PME I remains a key component of the Army's commitment to develop you into an adaptive leader with character and competence. This program is designed to improve leadership skills, expand perspectives, and teach individuals to generate effective ideas. Throughout PME I the focus will be on the "people issues" within organizations.

**PME II** focuses on complex workplace real-time events and forms the foundation from which participants will develop a strategic leadership action plan. It also provides the opportunity to measure their success in "walking the talk" by balancing their Management/ Leadership in Principle and Practice submissions against their actions during the team project and presentation process.

Applicants must have leadership and personnel management responsibilities. The target audience is Army civilians, GS-13/14 or wage grade equivalent and military majors and above.

Further information regarding the PME programs, including course schedules and application instructions, may be found on the [AMSC Website](#).

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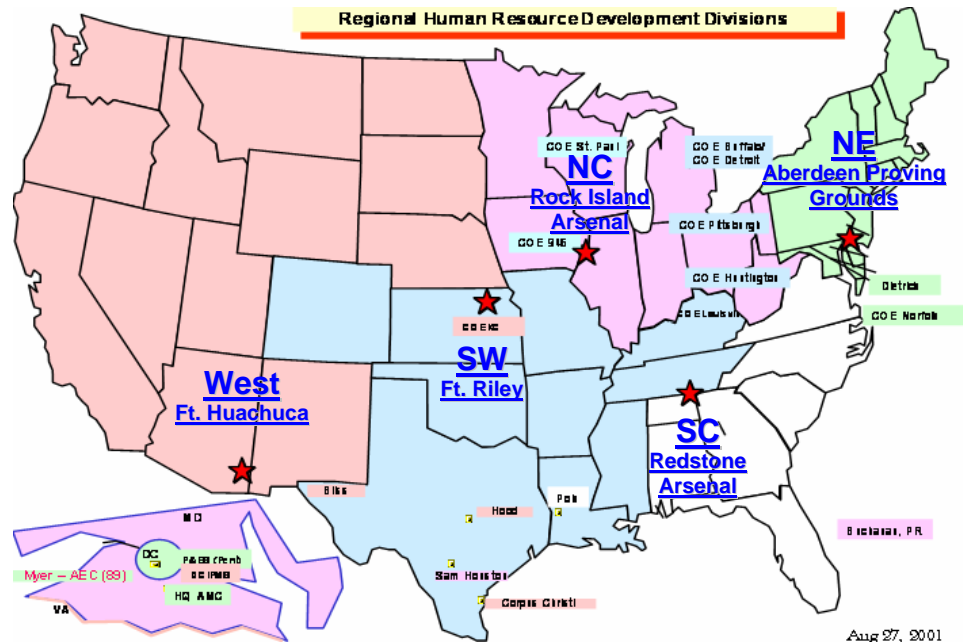
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## Regional Training Centers

*For Local Training News & Information Contact Your Regional HRDD Office*

*Click on Region Name to be Directed to Regional Website*



[Pacific](#)  
[Ft. Richardson, AK](#)

[Europe](#)  
[Germany](#)

[Korea](#)  
[Korea](#)